



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

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National School Lunch Program (NSLP) Equipment Assistance Grant (EAG) Checklist

- ☐ Is each equipment request for \$1,000 or more? **This is a one-time exemption. This threshold only applies to FY 2018 equipment grant funds. No grants will be awarded for equipment that cost less than \$1,000.**
- ☐ Did you justify the need for equipment based on all of the goals?
- ☐ Did the School Nutrition Administrator and Superintendent/Board Chair sign the EAG Application Summary Page?
- ☐ Will the Grant Applications arrive in the Raleigh office by the deadline – Wednesday December 5, 2018? **Any applications received after the deadline will not be considered.**
- ☐ Will the funds be fully expended by Monday September 30, 2019?
- ☐ Did you obtain competitive quotes or formal bids from at least prospective vendors?
- ☐ Did you follow your School Food Authority's (SFA) board approved School Nutrition Procurement Plan to determine which procurement method to use?
- ☐ Does your SFA have more than three (3) months operating balance? **SFAs with three (3) months operating balance or greater (as of June, 2018) will not be eligible for this grant opportunity.**
- ☐ Did you prioritize your equipment assistance grant requests?
- ☐ If you are submitting an application for a Community Eligibility Provision (CEP) school, did you list the most current Individual Student Percentage (ISP) (as of April 2018) on the school application?
- ☐ Did you attach a copy of the Solicitation (Invitation For Bid or Request For Quote) and supporting documents as requested?
- ☐ Did you include sales tax on your NSLP EAG application? If so, it is needs to be removed. **Funds from the NSLP Equipment Assistance Grant may be used to cover the actual cost of equipment only; the SFA is expected to cover the sales tax and all costs associated with delivery, installation, warranties or any other costs.**

SCHOOL NUTRITION SERVICES
SCHOOL OPERATIONS DIVISION

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